

# TELSCOMBE TOWN COUNCIL



To: Members of the  
Audit Sub-Committee:-  
Cllrs D Brindley *Deputy Mayor*, C Cheta  
C Gallagher, L O'Connor *Chairman*, C Robinson *Vice Chairman*  
I Sharkey *Mayor*

Telscombe Civic Centre  
360 South Coast Road  
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2<sup>nd</sup> March 2021

Dear Sirs

You are summoned to attend an online meeting of the **AUDIT SUB-COMMITTEE** which will be held on **Monday 8<sup>th</sup> March 2021** at 6.30pm when it is proposed to transact the following business.

LOG IN DETAILS:- Meeting ID 967 9610 7263 Login Platform - Zoom  
Please email the Town Clerk for meeting password:- [stella.newman@telscombetowncouncil.org.uk](mailto:stella.newman@telscombetowncouncil.org.uk)

Yours faithfully

Stella Newman  
Town Clerk & RFO

## AGENDA

1. Apologies for absence and substitutions
2. To receive Members' declarations of interest
3. To note Internal Auditor's interim report for the 2020/21 year – *see attached*
4. To note the AGAR/External Auditor's Comments for the 2019/20 year – *see attached*
5. To review the effectiveness of the System of Internal Control and Audit – *see attached*
6. To approve the Risk Assessment – *see attached*
7. To approve Health & Safety Policy – *see attached*
8. To approve Asset Register for the 2020/21 year – *see attached*

*The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. This virtual online meeting will be recorded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.*

<b>REPORT TO</b>	Audit Sub-Committee
<b>AGENDA ITEM</b>	3
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	8 <sup>th</sup> March 2021
<b>SUBJECT</b>	To note Internal Auditor's Interim Report for 2020/21 Year

### **1. Introduction**

In accordance with Item 2 of the Financial Regulations, an independent internal auditor should be appointed who should produce at least one annual written report during each financial year. We have both an interim and final review undertaken.

### **2. Information**

We appointed Mulberry & Co as our internal auditor for 2020/21. The interim internal audit was undertaken remotely due to Covid-19 restrictions. The auditor requested a great deal of documents be sent for examination and also checked that required documents and information are contained on our website.

Their Interim Report dated 6<sup>th</sup> November 2020 was taken to full Council in December for consideration and the report was approved. Their summary comments are as follows:-

*'Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.'*

*'The Clerk is very experienced and it is clear the Council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change, these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.'* (No recommendations were made)

*'It is therefore our opinion that the systems and internal procedures at Telscombe Town Council are well established and followed.'*

### **3. Recommendation**

The end of the first paragraph of the report states 'Where appropriate, recommendations for future action are shown in bold text and summarised in the table at the end of the report.' I confirm that there were no such recommendations and therefore no action was required. As the full report was approved by full Council in December, it is recommended to note the report.

### **4. Financial Implications**

None.

<b><u>AGENDA ITEM</u></b>	4
<b><u>REPORT TO</u></b>	Audit Sub-Committee
<b><u>REPORT FROM</u></b>	Stella Newman, Town Clerk/RFO
<b><u>MEETING DATE</u></b>	8 <sup>th</sup> March 2021
<b><u>SUBJECT</u></b>	To note the Annual Governance and Accountability Return & External Auditor's Comments for the 2019/20 year

## 1. INTRODUCTION

The Annual Governance and Accountability Return (AGAR) has been checked and returned by the External Auditors.

## 2. INFORMATION

We have to ensure that our financial management is adequate and effective and we have a sound system of internal control. We then prepare an Annual Governance and Accountability Return in accordance with Proper Practices which summarises the accounting records for the year ended 31 March 2020.

It is the External Auditor's responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General. They also carried out an Intermediate Level Review and requested the following documentation for analysis:-

1. Completed and signed AGAR Part 3 and reviewed the one-page Addendum (Sections 1 & 2 and the Annual Internal Audit Report) (AGAR Part 3PM for parish meetings)
2. Explanations of the reasons for any 'No' responses on Section 1.
3. Completed confirmation of dates of period for the provision of public rights form – see pro forma
4. Bank reconciliation – see pro forma
5. Explanation of any significant variances – see pro forma
6. Reconciliation between Section 2, Boxes 7 and 8 – see pro forma (**ONLY** for those smaller authorities preparing Section 2 on an income and expenditure basis)
7. Copy of the separate internal audit report (**ONLY** for those smaller authorities whose internal auditor has referred to a separate report on the Annual Internal Audit Report)
8. **IDBs only:** Copy of the 2019/20 Section 48 notice, together with a reconciliation and explanations from the notice to the amount stated in Section 2, Box 2 if these two figures are not the same (**ONLY** for those smaller authorities that are **Internal Drainage Boards**)
9. Copies of the relevant minutes, agenda papers and any related reports from 2019/20 to support the setting of the budget for the subsequent financial year.

10. Copies of minutes and any agreed plan showing the corrective action taken to address the prior year 'except for' matters (**ONLY** for smaller authorities who received 'except for' matters in the 2018/19 external auditor report)
11. Completed contact details form

The External Auditor's found the AGAR and intermediate review papers to be in order and the comments in their report were as follows (see attached):-

*'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

*'Other matters not affecting our opinion which we draw to the attention of the Council: None.'*

### **3. RECOMMENDATION**

As the full report has been approved by full Council on 16<sup>th</sup> September 2020, it is recommended that the comments are noted.

### **4. FINANCIAL IMPLICATIONS**

None.

### Section 3 – External Auditor Report and Certificate 2019/20

In respect of

TELSCOMBE TOWN COUNCIL – ES0098

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

07/08/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

<b>COMMITTEE</b>	Audit Sub-Committee
<b>AGENDA ITEM</b>	5
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	8 <sup>th</sup> March 2021
<b>SUBJECT</b>	To Review the Effectiveness of the System of Internal Control and Audit

## 1. Introduction

In accordance with the Accounts and Audit Regulations 2015, the Council are required to undertake a review of the effectiveness of the internal system of control and audit process annually. A relevant authority must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

## 2. Information

I can advise that we are achieving the requirements of an effective system of internal control as follows:

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

By holding regular Council, committee and sub-committee meetings we ensure that we carry out the requirements above. We have a business plan in place to work to.

- (b) ensures that the financial and operational management of the authority is effective;

We have Financial Regulations and Standing Orders in place and ensure these are followed. We have Internal Audits undertaken which evaluate the effectiveness of our risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. Anything highlighted in the audit report, is taken to full Council and steps taken to address issues raised.

- (c) includes effective arrangements for the management of risk;

An annual risk assessment is undertaken which covers all aspects of the Council's operations. Steps are taken to mitigate any risk and Insurance cover is reviewed annually, ensuring it covers anything highlighted in the risk assessment.

As part of the Annual Governance and Accountability Return, under Section 1 Annual Governance Statement, we have to ensure that we have a sound system of internal control in place and confirm we have met 8 requirements. This has to be approved by full Council and will be reviewed in detail at our Annual Council meeting in May.

<b>COMMITTEE</b>	Audit Sub Committee
<b>AGENDA ITEM</b>	6
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	8 <sup>th</sup> March 2021
<b>SUBJECT</b>	To approve the Risk Assessment

## **1. INTRODUCTION**

In accordance with our financial regulations the Council is responsible for preparing a yearly risk assessment for consideration and adoption by full Council.

## **2. INFORMATION**

The Council's last risk assessment has been updated and is attached for consideration. The only changes from last year's assessment are removal of the old number 64 regarding cessation of Revenue Support Grant as this is no longer applicable and removal of reference to the Senior Admin Assistant throughout where necessary as she has now left.

## **3. RECOMMENDATION**

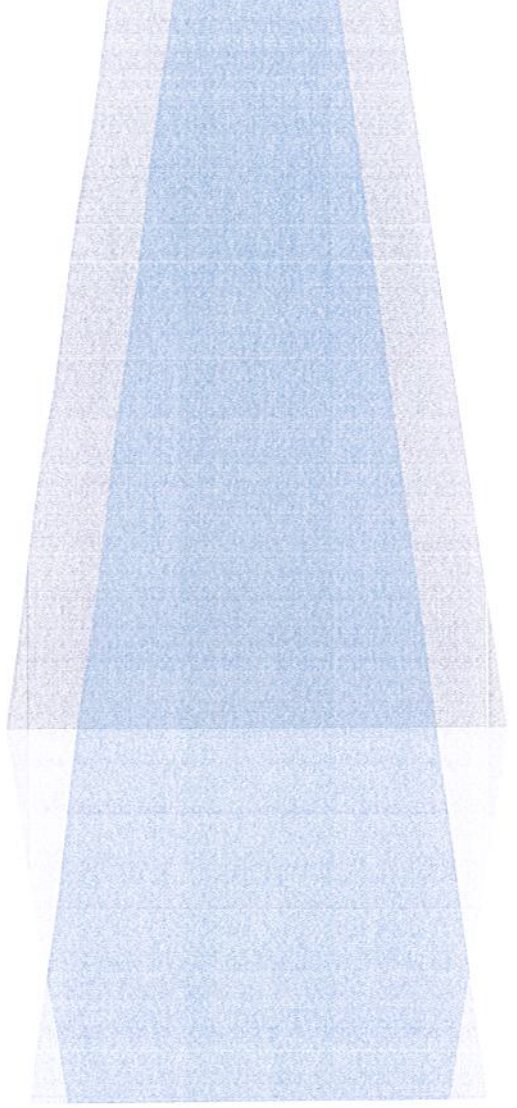
To agree the attached risk assessment and it be taken to full Council for approval and signature by the Mayor.

## **4. FINANCIAL IMPLICATIONS**

None.



# DRAFT Risk Assessment March 2021



Information Technology:

1. PC/Network
2. Website
3. Disaster Recovery
4. Virus
5. Internet
6. Theft

Premises:

7. Insurance Cover
8. Theft/Vandalism
9. Facility Management
10. Licenses
11. User/hirer agreement
12. User satisfaction
13. Fire/Loss
14. Hazardous substances
15. Income loss
16. Health and Safety
17. Clock

Car Parks

18. Maintenance of surfaces
19. Security
20. Litter

Bus Shelters

21. Vandalism
22. Maintenance & Cleaning

Seats & Benches

23. Damage

Telscombe Tye

24. Tye Management Plan
25. Dog Fouling
26. Fly-Tipping
27. Maintenance of gates & fences
28. Paths & bridleways
29. Personal Injury

Parks & Playspaces

30. Personal Injury
31. Vandalism
32. Budget Provision
33. Trees

Employment

34. Employment Law
35. Loss of key staff
36. Recruitment
37. Job Satisfaction
38. Attacks on Personnel

Staff Communication

39. Discretion
40. Confidentiality
41. Meetings

Service Quality & Development

42. Poor service
43. Statutory services
44. Development of new services
45. Records
46. Document Processing

Governance & Management

47. Lack of skills
48. Legislation
49. Meetings
50. Conflict of Interest
51. Disagreements
52. Conflict with Town Clerk
53. Information Provision
54. Personal Injury

Financial Risks

55. Budget Overspend
56. Cash Flow
57. Council Assets
58. Insurance
59. Inland Revenue
60. Fraud
61. Precept
62. Financial Records
63. Payment System
64. Cash Income

Investments

65. Investment Register
66. Inappropriate Investment

Employment Regulations

67. Legislation
68. Tribunal

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
1	<b>Information Technology</b>	Desktop PC Crash/Network Crash	2	2	4 (low)	All the computers are reviewed with IT company.	The system is regularly backed up on site server and off site in the cloud.	All staff to ensure that storage of main files are kept on 'g' drive which is backed-up.
2		Website crash	2	2	4 (low)	External support is available. Back up kept daily. Back up is kept off site	Control procedures in place	All Staff
3		Disaster recovery IT crash	2	2	4 (Low)	Back up in the cloud via IT consultant.	Control procedures are in place	IT Consultant/Town Clerk
4		Sabotage by computer hackers/virus/ security	1	2	3 (low)	Virus software is regularly updated	System is password controlled.	IT Consultant
5		Using the internet for private purposes	2	1	2 (low)	System is password protected Confidential information can be accessed	Staff policy in place.	Town Clerk
6		Theft, loss or damage to Computer system	2	2	4 (low)	The premises are secured and alarmed. Insured for loss and theft. IT company have loan computers available for use.	Control procedures are in place	Town Clerk/ IT Consultant
7	<b>Premises</b>	Inadequate Insurance Cover	2	2	4 (Low)	Insurance premium is fully reviewed. 3 year long-term agreement commenced 28.2.20. Risk assessments undertaken yearly. Facilities are regularly maintained to ensure good condition.	Control procedures are in place – but require regular review and monitoring.	Town Clerk
8		Theft and vandalism of sites	3	2	6 (Medium)	Record of assets is maintained yearly.	Procedures in place, need to regularly review to	Town Clerk/staff/ Councillors

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
8						Regular visits of all sites are undertaken. CCTV in place and operational at Civic Centre.	ensure that all sites are visited. Encourage more people to report acts of vandalism.	
9		Absence of service level agreements for facility management	1	3	3 (Low)	Service contracts in place for fire extinguishers & fire alarm, lift, intruder alarm, IT network, CCTV and automatic front door.	Need to ensure that contracts are regularly reviewed and monitored and that any subsequent works identified are addressed quickly.	Town Clerk/staff
10		Failure to obtain necessary licenses	2	2	4(Low)	Licences for entertainment gained. Alcohol licence 'TEN' applied for when needed.	Entertainment licence gained for Civic Centre in 2011.	Town Clerk/admin staff
11		Failure to complete user/hire agreements	2	2	4 (low)	Completion of hire agreement to be a prerequisite of facility hire. Arrange annual review of conditions and charges. Damage deposit required and public liability insurance details must be provided where required.	Systems in place to ensure that agreements are signed and completed prior to use.	Admin staff
12		Failure to get user satisfaction	2	2	4 (low)	Ensure that all bookings are recorded on system and that all staff are aware of forthcoming bookings at weekly team meeting. User survey should be undertaken.	Need to ensure all staff adequately trained in procedures and ensure that caretakers have room requirements attached to weekly lists.	Admin staff/ caretakers/ Town Clerk
13		Fire/ Loss due to disaster	2	3	6 (medium)	Insurance cover provided. Ensure members of staff trained as fire marshal and that fire alarms/fire extinguishers are regularly tested.	Procedures in place to ensure regular testing of fire alarm and extinguishers are checked. Staff training and fire plan to be kept up to date.	Town Clerk & all staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
13						Ensure that all users of facilities are aware of sound of fire alarm and have read fire escape plan. Ensure that appropriate signage in place.	Separate professional fire risk assessment to be obtained.	
14		Hazardous substances	2	2	4 (low)	Define responsibility for use and control. Provide any necessary training. Provide appropriate protective clothing. Ensure that disposals are properly dealt with. Chemicals protected in lockable cabinet.	Procedures and job definition in place. Regular checks undertaken to ensure disposal undertaken correctly.	All staff
15		Income Loss due to groups not being able to use building due to disaster.	2	2	4 (low)	Insurance in place to protect from loss of income.	Ensure that Insurances are monitored and increased to protect against loss.	Town Clerk
16		Health and Safety – Risk to visitors and staff	2	2	4 (low)	Arrange regular inspections of site. Ensure that all staff have appropriate training and adhere to health and safety policy. Ensure that users have public liability insurance where necessary. Ensure that appropriate signage/contracts and disclaimers are in situ.	Public liability and insurances regularly checked for all users. Maintain record of any injuries. Ensure that staff are aware of Health and Safety policy/responsibility – training is undertaken & recorded on staff records. Draw up Lone Working Policy & Business Continuity Plan.	Caretakers/ all staff
17		Clock Maintenance	2	1	2 (Low)	Maintenance to be carried out as required & contractor to have appropriate insurance.	Monitor clock working ok & arrange maintenance as required	Caretakers/all staff
18	<b>Car Parks</b>	Maintenance of surfaces and boundaries/barriers	2	2	4 (low)	Define responsibility and carry out regular inspections. Maintain records on works	Car park inspection maintenance records to be undertaken quarterly.	Caretakers/all Staff

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
18						needed. Ensure any repairs/work undertaken.		
19		Security and Safety	2	2	4 (low)	Ensure 24 hour surveillance available in car park. Maintain sensor/timed control lighting. Ensure adequate signage available.	Regular monitoring of car park undertaken and CCTV cameras & lights checked that they are operational.	All staff
20		Cleaning and litter control	2	2	4 (low)	Define standards required. Provide litter bin. Define job responsibility for cleaning.	Job definitions in place.	Caretakers
21	<b>Bus Shelters</b>	Vandalism	2	2	4 (low)	Arrange regular inspections of bus shelters. Policy decision to use polycarbonate to replace glass when necessary.	Regular Inspections carried out by Amenities Officer.	Amenities officer
22		Maintenance and Cleaning	2	2	4 (low)	Annual repair inspections undertaken. Maintain records of works carried out. All bus shelters redecorated in Nov 2015 and remedial works carried out in Nov 2017.	Monthly cleaning undertaken by outside contractor.	Amenities officer
23	<b>Seats/benches</b>	Damaged seats due to vandalism or weathering	2	2	4 (low)	Regular inspections undertaken and replacement/repair budget maintained.	Procedures in place – job description	Amenities officer
24	<b>Telscombe Tye</b>	Inadequate management plan	2	3	6 (Medium)	An adopted management plan is a requisite of the HLS agreement with Natural England and therefore could impact on grant received for maintenance of land.	Management Plan being drawn up.	Town Clerk/Cllrs

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
25		Dog Fouling causing a detrimental effect on land and management of HLS agreement.	2	3	6 (medium)	Ensure that adequate signage in place. Provision of dog waste bins. Arrange for enforcement of use.	Signage in place and dog waste bins. PSPO covering dog fouling by LDC.	Town Clerk/Amenities Officer
26		Fly-tipping, Hazardous waste	2	2	4 (low)	Regular inspections undertaken by Ranger and ensure that appropriate signage is in place. Use gates to prevent as much vehicular access as possible.	Ensure contractors have appropriate insurance and policies/licenses for waste disposal	Town Clerk/Amenities Officer/Ranger
27		Inadequate maintenance of fences and gates	2	2	4 (Low)	Fortnightly inspections by Ranger and records of work done kept and reviewed.	Gates all numbered. Use volunteer assistance where required.	Town Clerk / Ranger
28		Inadequate maintenance of paths/bridleways	2	2	4 (low)	Define responsibility and ensure maintenance is carried out in accordance with agreed management plan.	Bridleway/footpaths jurisdiction of ESCC.	Town Clerk / Amenities Officer/ ESCC
29		Personal Injury	2	2	4 (low)	Ensure that gates, fences, hedges properly maintained and inspected to minimise risk. Ensure notices and warning signs are in situ. Ensure adequate insurance cover in force. Maintain appropriate records concerning repairs and maintenance. Ensure contractors available to undertake urgent works when required.	Public liability Insurance cover in place. Regular liaison undertaken with Ranger, users and farmers to help ensure safety.	Town Clerk / Amenities Officer/ Ranger
30	<b>Parks &amp; Playspaces</b>	Personal injury	2	3	6 (medium)	Ensure that regular site inspections are undertaken and full	Weekly inspections undertaken by Lewes DC and reported.	Amenities Officer / Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
30						annual inspection. (ROSPA or equivalent) in respect of play equipment. Risk assessments to be undertaken for one off events in Chatsworth Park. Ensure adequate notice given & appropriate insurance cover in place.	Insurance cover in place. Full annual inspection also undertaken via LDC.	
31		Vandalism	2	2	4 (low)	Take reasonable action to maintain security of sites. Ensure bollards and barriers are in situ and locked.	Procedures in place – job description	Amenities Officer / Town Clerk
32		Inadequate budget provision to ensure maintenance and repair of parks and playspaces	1	2	2 (low)	Equipment inspected and maintained/replaced as needed. Yearly budget allocation.	Budget for parks and playspaces regularly reviewed	Town Clerk/RFO
33		Failure to maintain trees	1	3	3(low)	Full tree reports undertaken yearly by arboriculturist, also general maintenance contract in place.	Works carried out in accordance with survey recommendations and general maintenance plan	Amenities Officer / Town Clerk
34	<b>Employment of Staff</b>	Failure to comply with employment law	2	4	4 (low)	Ensure that appropriate contracts are issued to all employees in accordance with SALC/NALC model template. Maintain subscription to SALC for advice when needed.	Employment handbook to be used in accordance with contracts	Town Clerk
35		Loss of key staff	1	2	2(low)	All key functions are documented and recorded. Ensure that succession policy in	Continue to review and monitor	Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
35						place and if possible include hand over period.		
36		Inability to recruit	2	2	4(low)	Relook at advert and job description, can changes be made – is it being publicised effectively. Can job be outsourced or can agency staff be used?	Recruitment policy included in employment handbook	Town Clerk
37		Lack of job satisfaction	2	2	4(low)	Arrange regular appraisals, supported by one-to-ones and team meetings. Ensure training and other support available for personal development.	Ensure that training budget available to meet staffing needs. Include professional development requirements and development aspirations.	Town Clerk
38		Attacks on personnel	2	2	4 (low)	Ensure that lone working is kept to a minimum. Ensure security for building is operational and that lone workers are equipped with contact telephone numbers for other staff.	Staff contact details are all circulated and distributed. Ensure CCTV operational & office door security locks operational.	Town Clerk/all staff
39	<b>Staff Communication</b>	Lack of boundaries or discretion	2	2	4 (low)	Staff meetings, Equal opportunities policy	Staff handbook/policies in place	Town Clerk
40		Breach of confidentiality	2	2	4 (low)	Supervisory line of command, regular staff meetings undertaken	Staff handbook/policies in place	Town Clerk/Councillors
41		Information overload/ineffective meetings	2	2	4 (low)	Meetings are planned and for set purposes, action plans are updated regularly	Line managers required to follow up action points and set clear deadlines	Town Clerk/Councillors
42	<b>Service Quality &amp; Development</b>	Poor service provided to residents	2	2	4 (low)	Easy, clear complaints procedure. Regular Councillors surgery. Meetings open to public	Undertake residents' feedback survey	All staff & Councillors

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
43		Statutory services not provided	1	2	2 (low)	Standing orders regularly updated. All staff trained.	Project timetable to ensure all Standing Orders are updated and finance regs are in place	Town Clerk/RFO
44		Poor development of new services	2	2	4 (low)	Review and monitor activities	Evaluate services provided and seek possible new services for users	Town Clerk/staff/ Councillors
45		Public records not kept	1	2	2 (low)	Documents are all kept and archived in accordance with document retention policy	Update staff re document retention requirements. Review policies regularly	Town Clerk
46		Failure to effectively process documents accordingly	2	2	4 (low)	Define clear procedure for document progression. Ensure all staff trained.	Review policies regularly	Town Clerk / staff
47	<b>Governance Risk Management Risk</b>	Lack of relevant skills among Councillors	1	3	3(low)	Training undertaken. Experienced Councillors act as mentors	Ensure regular training undertaken	Town Clerk/ Councillors
48		Councillors not keeping up to date with legislations	2	2	4 (low)	Councillor training & Councillor briefings	Forward briefing updates from SALC etc	Town Clerk
49		Meetings lack quorum	1	2	2 (low)	Dates of meeting set in advance, notice of next meeting/agenda sent within statutory period		Admin staff/ Town Clerk
50		Conflict of interest	2	2	4 (low)	Disclosure of interest made at each meeting, policy of abstaining on such decisions; Register of interest kept		Town Clerk / Amenities Officer
51		Disagreement, conflict between Councillors	2	2	4 (low)	High standard of professionalism among the Councillors.	Training and development for Councillors	Town Clerk

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
52		Conflict between the Clerk and Councillors	2	2	4 (low)	Supervision, annual appraisals, regular meetings with Councillors		Councillors / Town Clerk
53		Lack of information and materials sent not received	1	2	2 (low)	Regular contact with Councillors before meetings. Feedback from Councillors	Email and post information	Support staff/ Amenities Officer/ Town Clerk
54		Personal Injury	1	3	3(low)	Insurance cover in place. Ensure that at public meetings controls are in place to minimise risk to officers/members of public. Ensure that Health and Safety assessment updated regularly		All staff - Town Clerk
55	<b>Financial Risks</b>	Budget Overspend	2	2	4 (low)	Regular budget monitoring, timely & accurate reporting, staff training, Councillors monitor budget spend regularly. Reserves kept.	Audits and reconciliations all undertaken and comply with legislation	Town Clerk/RFO - Councillors
56		Cash flow problems	1	2	2 (low)	Monthly reconciliation of accounts, debt collection procedures, financial procedures, petty cash		Support staff / Town Clerk/RFO
57		Failure to maintain record of Council assets	1	2	2 (low)	Audit requires update of documents annually. Records kept secure	Asset register updated annually	Town Clerk/RFO
58		Inadequate insurance cover	1	2	2 (low)	Insurance checked and reviewed with insurance company	Insurance reviews and buildings surveyed to prevent under insurance	Town Clerk
59		Failure to comply with Inland Revenue	1	2	2 (low)	Payroll outsourced & records kept of income tax, NI etc. Internal and External financial controls		Town Clerk/RFO

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
60		Fraud	1	2	2(low)	Financial monitoring, financial procedures, staff professionalism Appraisal and supervision		Town Clerk/RFO
61		Failure to set precept within sound budgeting arrangements	1	2	2 (low)	Budget setting undertaken with Chairs of committees in advance of precept setting to ensure budgets are set accordingly for financial year	Need to determine clear agreed objectives.	Town Clerk/RFO - Councillors
62		Failure to keep proper financial records	1	2	2(low)	Standing orders and financial regulations in place. Independent Internal and external audits undertaken. Regular financial reporting.	Continue to undertake quarterly bank reconciliations	Town Clerk/RFO/Cllrs
63		Failure to maintain an effective payment system	1	2	2(low)	Determine responsibility for control of expenditure. All payments supported by invoice/PO. All payments recorded and approved. Signatories approved.		Town Clerk/RFO
64		Cash income and expenditure for hire & events are not properly recorded	1	2	2 (low)	Records of cash received for each event are reconciled with payment into Councils bank account.		Admin staff / Town Clerk/RFO
65	<b>Investments</b>	Failure to maintain investment register	2	2	4(low)	Investments only done through bank, all transactions are recorded and reported to Council	Investment Policy in place – money to be spread over several organisations	Town Clerk/RFO
66		Inappropriate investment	2	2	4(low)	Investment only undertaken through approved organisations.		Town Clerk/RFO - Councillors

No	Categories	Risk	Likelihood	Impact	Risk Factor	Controls and Procedures	Deadlines new control	Responsibility
67	<b>Employment &amp; Human Rights</b>	Failing to comply with employment regulations	2	2	4 (low)	no speculative investment undertaken Update with current legislation, staff handbook	SALC updates / networking/training events	Town Clerk
68		Losing a discrimination case at Employment Tribunal	2	2	4 (low)	Staff handbook, annual appraisal HR Consultants outsourced		Town Clerk – HR outsourced

**Risk Assessment:** UNDERTAKEN BY STELLA NEWMAN 1.03.2021 – REVIEWED BY AUDIT SUB-COMMITTEE ON 8.3.21

**REVIEWED AND AGREED BY FULL COUNCIL ON 17.3.2021**

SIGNED OFF BY: .....  
CLLR I SHARKEY, MAYOR - 17.03.2021

Highly likely (3)	Low (3)	Medium (6)	High (9)
Possible (2)	Low (2)	Low (4)	Medium (6)
Unlikely (1)	Low (1)	Low (2)	Low (3)
(Likelihood x impact)	Negligible (1)	Moderate (2)	Severe (3)

Likelihood

Impact

<b>COMMITTEE</b>	Audit Sub Committee
<b>AGENDA ITEM</b>	7
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	8 <sup>th</sup> March 2021
<b>SUBJECT</b>	To Approve Health & Safety Policy/Assessment

**1. INTRODUCTION**

The Health and Safety policy and assessment is reviewed annually.

**2. INFORMATION**

No amendments have been made.

**3. RECOMMENDATION**

To agree the attached Health & Safety document and it be taken to full Council for approval and signature by the Mayor.

**4. FINANCIAL IMPLICATIONS**

None.

# Health and Safety Policy - DRAFT

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Telscombe Town Council Name of organisation
Telscombe Town Council Name of employer
Town Clerk/All Employees

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Town Clerk	Weekly checks around the building to ensure safety. Annual electrical tests on portable appliances. Ensure computer areas are set out properly. Caretakers equipment & safety clothing regularly replaced. Ensure staff aware of sickness policy in staff handbook – return to work forms completed.
To provide adequate training to ensure employees are competent to do their work	Town Clerk	Line manager to review employees work every six months. Ensure adequate training to undertake tasks is provided to ensure all staff are competent in their duties.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision	Town Clerk	Ensure all staff are well every day. Any problems immediately reported to Town Clerk. Key personnel are covered by adequate insurance.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Town Clerk / Caretaker/ All other staff	Evacuation procedures are all in place – fire marshal training given to officers. Fire alarms tested weekly. All hirers to be shown fire exits.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage / use of substances	All employees	Maintenance of equipment should be undertaken at regular periods by outside contractors. All toxic substances should be places in locked cabinet in Room 2.
Health and safety law poster is displayed:	Lobby, kitchens	
First-aid boxes and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below) Defibrillator located on wall near main entrance.	In kitchens and reception	
Signed: Cllr Isobel Sharkey, Mayor, on behalf of Telscombe Town Council	Date:	
Subject to review, monitoring and revision by:	Every:	12 months or sooner if work activity changes

# Health & Safety Risk Assessment

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide ([www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)). Simply choose the example closest to your business.

**Organisation name: TELSCOMBE TOWN COUNCIL**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately, offices cleaned weekly and rest of building daily.	Check front door mat and flooring joins to ensure no gaps or trip hazards.	All employees	Daily	
Manual Handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects e.g deliveries of cleaning products, or moving furniture	Trolley used to transport heavy delivery items. All tables have wheels. Trolley used to move chair stacks. No high shelf storage.	Manual handling training carried out by caretaking staff.	All employees	Ongoing	
Display screen, equipment/ desk arrangement	Staff risk posture problems and pain, discomfort or injuries, e.g to their hands/arms/back, from overuse or improper use or poorly designed work stations or work environments. Headaches or sore eyes can also occur, eg poor lighting.	Breaks available for all staff working over 6 hours.  Work station assessment undertaken annually. Workstation and equipment set to ensure good posture and to avoid glare and reflections on screen. Lighting and temperature controlled. Adjustable blinds available on all windows. Windows in all offices are with openers for additional ventilation. Staff policy to allow regular eye tests. Test paid for by Council. Copy of DSE works station checklist available. Any additional workstation equipment required – to meet assessment needs provided.	Need to monitor to ensure staff get a break away from computer in accordance with legislation.  Remind staff that they are to inform manager of any pain they have that may be linked to their computer use or work station and annual self-assessment of work station/chair to be carried out.	All employees  All employees	Ongoing  Ongoing	
			Remind staff that they are entitled to eye test.	Town Clerk	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Working at Height – changing light bulbs, putting up decorations etc	Falls from any height can cause bruising and fractures	Any work at height should be undertaken by Caretakers and use appropriate step-ladders.	Step ladders need to be checked regularly to ensure in good working order. Ladder safety training undertaken by all staff.	All employees	Ongoing	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role within the organisation etc.	Staff understand what their duties and responsibilities are via job descriptions. Regular team meetings and appraisals undertaken so staff can ask questions. Staff are able to talk to managers or Councillors about feeling unwell or at ease about things at work.	Remind staff that they can speak confidentially to managers or Councillors (on a no-blame basis) if they are feeling unwell or ill at ease because of work.	All employees	Ongoing	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Annual PAT testing undertaken on electrical appliances with report provided for any further action. Defective equipment to be taken out of use safely and promptly by caretakers/other staff. Regular monitoring undertaken by Caretakers and all other staff.	Ensure PAT test undertaken and report reviewed with actions followed.	All employees	Ongoing	
Use of Vehicles for Council Business	Road vehicles need to be adequately insured in case of accidents when on Council business.	Car insurance documents checked by Managers to ensure adequate coverage in place for activities undertaken & copy documents kept on file.	Remind staff that vehicles need to be insured if undertaking Council activities off site.	All employees	Ongoing	
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns	Regular fire alarm tests undertaken to ensure all systems work. Members of staff trained as fire marshals. Fire extinguishers regularly checked by outside contractors. Visitors are shown fire escape locations. Fire escapes checked regularly to ensure that no blockages.	Need to ensure that all staff can use fire alarms to turn on/off. Ensure adequate number of staff have fire marshal training so cover in building at all times. Separate Fire Risk Assessment to be undertaken by external agency.	All employees	Ongoing	
Lone Working	Staff could suffer injury or ill health while out of the office, or while working alone in the office.	Staff to inform one another where they are going and estimated time for return to office. All staff have access to each other's mobile contact numbers. Staff keep office doors locked when working in office on their own.	Remind office-based staff that whereabouts of staff "out of the office" to be monitored to ensure that if late, call made to mobile. Staff do not allow any unknown persons in the office with them when alone	All employees	Ongoing	

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>  
Combined risk assessment and policy template published by the Health and Safety Executive 11/11

This review undertaken by - Stella Newman, Town Clerk

Date of review - 1<sup>st</sup> March 2021

Reviewed & agreed by Audit Sub-Committee on - 8<sup>th</sup> March 2021

Reviewed & approved by Full Council on – 17<sup>th</sup> March 2021 and signed by Mayor, Cllr Isobel Sharkey

Next Review Date – March 2022

<b>COMMITTEE</b>	Audit Sub-Committee
<b>AGENDA ITEM</b>	8
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	8 <sup>th</sup> March 2021
<b>SUBJECT</b>	To approve Asset Register

### **1. Introduction**

In accordance with Financial Regulation 13.6, an asset register should be verified annually.

### **2. Information**

A draft of the full Asset Register is attached for consideration.

Disposals over the last year are highlighted in red and purchases in green.

Total purchases over the last year for all sections totalled £3,488 and disposals were £3,457 resulting in a total asset register value increasing from £1,788,518 to £1,788,616.

We are also required to keep a separate list of Land and Buildings Assets and this is also attached. There have been no changes from last year.

### **3. Recommendation**

It is recommended that the Asset Register and Land & Buildings Asset list be agreed and taken to Council for ultimate approval.



Civic Centre building and various land

Totals	Original Purchase Date if Known	£991,344 31st March 2020	£0		£991,344 31st March 2021	Notes
			Movement during year 2019/2020			
			Asset Register Value	Insurance or Replacement Value		
Asset Description						
<b>CIVIC CENTRE BUILDING -</b>						
Photovoltaic solar panels	1.11.10	£38,895			38,895	
Civic Centre ground floor 375 sq m, top floor 278 sq m = total 653 sq m		£925,000			925,000	
Car park and garden, 683 sq m, ex building footprint	1998	£25,000			25,000	
Manual barrier, fixed bollards & signage in car park	3.10.18	£2,349			2,349	
Plots 17 & 18 on cliff top, South Coast Road, Telscombe	26.10.81	£100			100	

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		31st March 2021		
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	
			Amount	Amount			
					Date		
Piano		400.00				400.00	
Mayoral insignia and chain	1996	2,700.00				2,700.00	
New Mayoral chain	Nov-12	304.17				304.17	
Deputy Mayor's insignia and chain	2005	198.00				198.00	
New Deputy Mayor's chain	May '16	700.00				700.00	1,400.00
<b>EXHIBITION AREA</b>							
64 conference chairs	March '17	1,424.00				1,424.00	
2x 1600mm diameter semi-circular tables £96.31 each	1999	192.62				192.62	
Sharp XEA102B cash register	Sept '12	81.25				81.25	
<b>COUNCIL CHAMBER</b>							
30 wooden framed chairs blue/green upholstery no arms £83.37 each	1999	2,501.10				2,501.10	
9 rectangular tilt top wheeled tables	Sept '14	1,795.50				1,795.50	
Induction loop	2000	1,006.60				1,006.60	
1 pair of Bowers & Wilkins 685 stand-mount loudspeaker system in Black Ash	May-11	500.00				500.00	
1 Liberty Games slimline slate bed pool table 7'	May-11	791.00				791.00	

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Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value	31st March 2021	
			Purchased Amount	Disposed Amount					
Amplifiers, mixer and associated fittings for sound system	1.8.11	448.00			448.00				
Chal-Tec GMBH microphone system	July '17	94.16			94.16				
Speakers for PA system	1.8.11	56.00			56.00				
2x 1500x520x730 three door cupboard floor standing units £238.71 each	1999	477.42			477.42				
Optoma EH515 projector	Aug '17	1,409.00			1,409.00				
Sapphire electric large screen 405x225cm	10.08.12	779.00			779.00				
6 go-pak round tables and trolley	1.12.12	1,479.46			1,479.46				
Sony bluray DVD player	4.5.13	58.31			58.31				
<b>FOYER/LANDING -</b>									
3x coffee tables, 400x600	at June 09	330.00			330.00				
Julie-Ann Gilbert prints (ex area)	Nov-05	80.85			80.85				
Reception noticeboard		80.71			80.71				
2 Alba coat and garment mobile racks	1.1.12	334.00			334.00				
Staff photoboard	1.11.11	283.00			283.00				
11x 915x610mm Gopak folding tables £47.68 each	2001	524.48			524.48				

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Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		Asset Register Value	Market Value	Asset Register Value	Insurance or Replacement Value	
			Amount	Date	Amount	Date			
4x dorgards	1.11.11	355.00					355.00		
Reception seating - modular reception 3 chairs & table for landing	April/May '16	475.45					475.45		
Large triple screen, woolmix fabric	Aug '19	320.25					320.25		
1 x ALBA large mobile literature display stand with 5 shelves	Aug '19	124.92					124.82		
<b>MEETING ROOM 1 -</b>									
20 wooden framed chairs, blue/green upholstery with arms £94.87 each	1999	1,897.40					1,897.40		
1x Smart Board 660 64" £890 (donation from previous Town Clerk)	Oct '13	890.00					890.00		
6x rectangular tilt top tables 1600 x 800mm from Acorn	Aug '14	1,197.60					1,197.60		
1x semi-circular tilt top table 1600 x 700mm from Acorn	Aug '14	199.50					199.50		
<b>ROOM 2/Caretaker Room</b>									
1x 90x64x180 plastic 3 shelf units	Jul-05	29.78					29.78		
1x old desk (no value)									

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Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		Asset Register Value	Market Value	Asset Register Value	Insurance or Replacement Value	
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	Asset Register Value	Insurance or Replacement Value	
			Amount	Amount					
			Date	Date					
1 stainless steel storage cupboard	1.1.12	149.00			149.00				
Erbauer 1.8v li-ion combi drill & drill bit set	Sept '17	74.99			74.99				
Panasonic 2000w upright vacuum cleaner - MCUG304kp47	20.11.12	74.17			74.17				
Karcher FP303 floor polisher	10.5.13	124.58			124.58				
1 x Titan Wet & Dry vacuum cleaner	Sept '19	74.99			74.99				
1 heavy duty 2.8kva portable petrol generator	Aug '17	133.33			133.33				
<b>MEETING ROOM 3 -</b>									
4x 1600x800 tilt top wheeled tables	Feb '17	919.20			919.20				
<b>MEETING ROOM 4 -</b>									
3 x 1600x800 tilt top wheeled tables	Feb '17	689.40			689.40				
<b>MEETING ROOM 5 -</b>									
4x 1600-800 tilt top wheeled tables	Feb '17	919.20			919.20				
1 x 800x800mm desk	1999	155.25			155.25				
<b>ROOM 6/STORE -</b>									
5x 1600x800mm desks	1999	871.10			871.10				
3x 800x800mm desks		465.75			465.75				
4x radius links 96.60 ea	1999	386.40			386.40				

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		31st March 2021		
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	
			Amount	Amount			
			Date	Date			
<b>RECEPTION &amp; GENERAL OFFICE -</b>							
<b>Reception:-</b>							
1x operators chair med	1999	100.62			100.62		
1 comfort ergo armed wheeled chair	May '17	65.55			65.55		
1x 1600 l/hand work station	1999	238.91			238.91		
1x 3 drawer desk high pedestal	1999	133.40			133.40		
1 800 x 800 table	1999	155.25			155.25		
1 Sum up cardreader machine and dock	Feb '20	38.00			38.00		
1 Iphone SE for cardreader use	Feb '20	120.00			120.00		
<b>General office:-</b>							
2x 1842 wardrobe cupbrds	1999	462.30			462.30		
1 Trexus high back manager's leather chair	Nov '12	82.60		82.60	0.00		
1x operators chair high	1999	107.52			107.52		
1 desk high cupboard (bow front)	1999	233.50			233.50		
1x work station r/hand	2008	262.80			262.80		
1x 3 draw steel filing cabinet - say		80.00			80.00		
Toshiba E-studio 3055cse3 photocopier with staple finisher	April '16	3,699.00			3,699.00		leased - purchase value stated as at April '16

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value		Purchased	Disposed				
			Amount	Date	Amount	Date			
<b>TOWN CLERK OFFICE -</b>									
2x 4 draw steel filing cabinets £104.46 each		208.92					208.92		
3x 4 draw steel filing cabinets £104.46 each	1999	313.38					313.38		
1 800x800mm table	1999	155.00					155.00		
1x 1600x800mm desk	1999	174.22					174.22		
2x single ped desks 1200x800mm £219.07 each	1999	438.15					438.15		
1x 3 drawer desk high pedestal	2008	185.32					185.32		
2x 1500x520x730 three door cupboard floor standing units £238.71 each	1999	477.42					477.42		
1x 950x350x360 glass fronted bookcase	1999	124.20					124.20		
1x 1612 high wardrobe style dble door cupboard	1999	190.61					190.61		
1x Paul Evans painting		3,375.00					3,375.00		
2x Andrew Dandridge watercolours - gift or purchased - unknown	unknown	800.00					800.00		
1 comfort ergo wheeled chair	May '17	49.40					49.40		
iphone 7, 32gb			249.00	May '20			249.00		
<b>IT EQUIPMENT -</b>									

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Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value		
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	Insurance or Replacement Value		
			Amount	Amount					
			Date	Date					
Fujitsu lifebook 15.6 inch notebook PC A531 core i5 (2450m)	10.9.13	514.00			514.00				
Fujitsu lifebook A556 NB core i5-6200gb with windows home & business	Nov '16	638.00			638.00				
LCD monitor - admin	Aug '16	119.00			119.00				
Fujitsu desktop P420 i3-4130 3.2ghz 4gb ram, 500gb hard disk, dvd-rw	April '14	650.00			650.00				
Benq 24" wide 1920x1080 lcd display monitor	April '14	115.00			115.00				
1x projector stand	2002	26.99			26.99				
1x screen	2002	90.00			90.00				
1 Fujitsu server TX150, 32gb ram, dvd-rw, 2x 600gb SAS HDD HS	Jan '14	3,354.54			3,354.54				
Fujitsu Celvin 4x2Tb SATA hard drive NAS	Jan '14	975.00			975.00				
Draytek Business grade router	April '16	269.00			269.00				
2 x Fujitsu D538 series PC, plus Microsoft Office 2019 Professional software	Aug '19	1,836.00			1,836.00				
CCTV security system & cameras	July '17	2,099.00			2,099.00				

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value		Purchased	Disposed				
		Amount	Date	Amount	Date				
Additional CCTV camera, monitor & door entry	Aug '19					791.00			
Lenovo Thinkpad laptop Core i7 10th gen processor, 8gb ram, 256 gb, windows 10 pro & microsoft office home & business		938.00	May '20			938.00			
x2 webcams and x2 USB headsets		148.00	Nov '20			148.00			
<b>UPSTAIRS KITCHEN -</b>									
1 kettle						20.00			
Fridge	at June 09					145.00			
Cups & saucers x 24 - equivalent from Nisbets £14.16 for 24	at Nov 08					14.16			
Plates x12 small 6" - equivalent from Nisbets £7.08 per 12	at Nov 08					7.08			
Plates x 10 large 9" - equivalent from Nisbets £10.68 per 12	at Nov 08					10.68			
<b>CIVIC CENTRE FLOORING</b>									
<b>Downstairs flooring:-</b>									

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value		
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	Insurance or Replacement Value		
			Amount	Amount					
			Date	Date					
Room 1, Ex Area, hallway past kitchen and R2 - Polyflor Forest FX, vermont maple colour, vinyl type flooring	April '14	4,431.67			4,431.67				
Entrance lobby ceramic beige		1,100.00			1,100.00				
Carpet clerks office, general office & Council Chamber - Buxtons Grada Bodega		1,094.00			1,094.00				
Gents loo safety flooring	1.8.11	650.00			650.00				
Ladies & disabled loo safety flooring	1.12.12	773.00			773.00				
Downstairs kitchen safety flooring	1.12.10	363.00			363.00				
Carpet in reception office	1.3.11	211.00			211.00				
<b>Upstairs flooring-</b>									
First floor carpets - kitchen, toilets & hardboarding	2000	3,438.00			3,438.00				
Dorgard fire door retainer x2 for corridors	June '17	171.98			171.98				
<b>DOWNSTAIRS KITCHEN -</b>									
1 microwave	2000	69.99			69.99				
Lincat water boiler	Nov '17	419.99			419.99				
Lincat water boiler wall bracket	1.12.11	55.00			55.00				

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value		Purchased	Disposed				
		Amount	Date	Amount	Date				
kettle		20.00				20.00			
1 stainless steel storage cupboard	1.11.11	793.00				793.00			
Electric hob	1.12.11	70.00				70.00			
Cups & saucers x 94 - equivalent from Nisbets £14.16 per 24	at Nov 08	57.84				57.84			
Mugs and half pint glasses	1.11.11	113.00				113.00			
Plates x 116 small 6" - equivalent from Nisbets £7.08 per 12	at Nov 08	70.80				70.80			
Plates x 22 large 9" - equivalent from Nisbets £10.68 per 12	at Nov 08	21.36				21.36			
6x 1 litre water jugs - Nisbets	at Nov 2008	10.99				10.99			
Glasses - 60x wine 125ml - Nisbets 'banquet' £7.99 per 12	at Nov 2008	39.95				39.95			
Glasses - 45x tumblers various sizes - Nisbets 'hi-ball' 240ml £15.99 per 48	at Nov 08	15.99				15.99			
Glasses - x96 wine	May '17	73.98				73.98			
Beko frost free fridge/freezer model GNE 114610. 19.06 cu ft	1.9.10	902.11		902.11	Sep-20	0.00			

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Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value		Purchased	Disposed				
			Amount	Date	Amount	Date			
Hotpoint tall larder fridge model SH81WQRFD			333.33	8.9.20			333.33		net of VAT
LEC table top freezer model U50052W			116.66	8.9.20			116.66		net of VAT
Lincat electric range	1.12.10	1,089.00					1,089.00		
Lincat salamander grill	1.12.10	248.50					248.50		
Hobart dishwasher - model bar aid 800s	1.12.10	2,206.00					2,206.00		
Stainless steel extraction system to include canopy, splashback ducting and fan with speed controller	1.12.10	4,186.00					4,186.00		
1x aluminium 20 cm casserole - from Bookers	01/12/2010	9.99					9.99		
2x aluminium 24cm casseroles - from Bookers	01/12/2010	33.98					33.98		
6x large roasting dishes - from Bookers	01/12/2010	14.94					14.94		
1x 28cm stainless steel colander - from Bookers	01/12/2010	4.99					4.99		
36x Blenheim white bowls - from Bookers	01/12/2010	35.94					35.94		
36x 17cm classic white plates - from Bookers	01/12/2010	32.94					32.94		

Office equip, furniture etc

Totals		76,561.13	1,784.99	984.71	77,361.41	0.00	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2019/2020		Asset Register Value	Market Value	Insurance or Replacement Value		
		Asset Register Value	Purchased	Disposed	Asset Register Value	Market Value	Insurance or Replacement Value		
			Amount	Amount					
			Date	Date					
36x 26cm classic white plates - from Bookers	01/12/2010	44.94			44.94				
36x Blenheim white stacking cups & saucers - from Bookers	01/12/2010	41.88			41.88				
4x stainless steel gravy boats - from Bookers	01/12/2010	10.96			10.96				
4x stainless steel oval 2 divider veg dishes 305mm - from Bookers	01/12/2010	27.96			27.96				
4x stainless steel oval veg dishes 305mm - from Bookers	01/12/2010	15.96			15.96				
Set of 12x vegetable serving spoons - from Bookers	01/12/2010	4.99			4.99				
2x 254mm wooden spoons from Nisbets	01/12/2010	2.32			2.32				
48x Saxon dessert glass 81mm high from Nisbets	01/12/2010	64.78			64.78				
4x jumbo stainless steel salt and pepper sets 60x70mm from Nisbets	01/12/2010	7.00			7.00				
6x black plastic cooking spoons - from Asda	01/12/2010	10.00			10.00				

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Telscombe Tye

Totals		Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		31st March 2021 Asset Register Value	Market Value	Insurance or Replacement Value	Notes
				0.00	0.00				
Asset Description		Amount	Date	Amount	Date				
<b>211 acres - to include 'D' piece, 'E' piece, main Tye and cliff top land</b>									
Cliff top area - about 5.5 acres (2.23 ha) to south of A259	25.10.89					£0			
'D' piece about 6.83 acres (2.76 ha)						£5,000			
'E' piece about 31.51 acres (12.75 ha)						£20,000			
Main Tye about 168.55 acres (68.21 ha)						£125,000			revaluation - bund removed
Tye fencing, gates and cattle grids	01/10/2005					£44,990			
New gate at bottom of Gorham Way - east side of Tye	1.5.10					£395			
New gate at Kent Gap - southern end of Tye	1.11.10					£395			
Bridleway 8 gate	1.9.10					£395			
Dog waste bins x 2	1.10.10					£571			
2 information boards	01/11/2004					£1,000			
Dog waste bin	1.12.11					£306			
x3 Oak 2 seater sleeper benches	Aug '19					£520			

Parks, playgrounds & Cope

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value
		Asset Register Value		Purchased	Disposed			
		Amount	Date	Amount	Date			
<b>THE COPSE</b>		3,000.00				3,000.00		
<b>CHATSWORTH PARK - 18 acres</b>		50,000.00				50,000.00		
2 Lakeland Picnic tables from Playdale in Chatsworth Park	Dec '09	730.00				730.00		
1x wheelchair access 2.1m picnic bench from Earth Anchors	Aug '19	415.00				415.00		
Ball Wall from Sovereign Play	May '14	728.00				728.00		
<b>SOUTHERN PLAYGROUND</b>								
Jacksons 1200m Anti Trap Bow Top Fencing_160m	May '18	10,886.00				10,886.00		
Jacksons self-closing 1200mm Ani Trap Bow Top Single Leaf Gate	May '18	983.00				983.00		
Jacksons pair vehicle access gates Anti Trap Bow Top	May '18	1,398.00				1,398.00		
Zaun Duo6 Sports fencing (2.4m high) 47m	May '18	3,221.00				3,221.00		
2 X Zaun Single leaf 1.2m wide gates	May '18	1,638.00				1,638.00		
2 x TTC playspace signs	Feb '14	204.00				204.00		
2 swings and a round flat bed swing from Playdale	Jul '11	4,175.00				4,175.00		

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Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value
		Asset Register Value		Purchased	Disposed			
		Amount	Date	Amount	Date			
<b>Wetpour Big swings 116sq m @ £100 sq m</b>		11,600.00				11,600.00		
<b>81 sq m wetpour @ £100 sq m</b>		8,100.00				8,100.00		
Kompan NRO866 Agility Trail 7	May '18	9,190.00				9,190.00		
Dutch disc rotating platform	May '18	6,170.00				6,170.00		
Kompan KPL117 See Saw	May '18	2,188.00				2,188.00		
Safety matta for under see saw (above)	Aug '18	954.00				954.00		
2 low benches no backs £179 x2 Ellerside bench - Playdale		358.00				358.00		
2 picnic tables 2x Cartmel picnic tables £414 each		828.00				828.00		
2 x Broxap Land Picnic Bench BX31 2002	May '18	1,710.00				1,710.00		
1 Glasdon topsy bin	July '13	158.00				158.00		
1 Glasdon topsy bin	April '16	178.84				178.84		
<b>23 sq m of wetpour @ £100 per sq m</b>		2,300.00				2,300.00		
1x steel bollard Dorothea engineering, plus brick footpath maze and hopscotch paving slabs - Bollard price 1991 £141		59.00				59.00		

Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value	Purchased	Disposed				
			Amount	Amount				
			Date	Date				
Bespoke carved hardwood railway themed totem for centre of maze	May '18	2,700.00			2,700.00			
Richter Spielgerate Riko Railway	May '18	5,625.00			5,625.00			
2x wooden elephants - no longer made - price as per Playdale Elephant springers £587 x 2		1,174.00			1,174.00			
New rubber brick paving replacement safety surface under swings	July '15	4,060.00			4,060.00			
Extra safety matta to extend above area under swings as above rubber brick paving too short	Jan '19	1,206.98			1,206.98			
Gravel board 22mmx150mm (19.5m)	May '18	361.00			361.00			
8 meters of wetpour @ £100 per sq m		800.00			800.00			
One painted duck springer Playdale		544.00			544.00			
5 sq m of wetpour @ £100 per sq m		500.00			500.00			
25 sq m of wetpour @ £100 per sq m		2,500.00			2,500.00			
Gravel board 22mmx150mm (19.5m)	May '18	509.00			509.00			

Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value
		Asset Register Value		Purchased	Disposed			
		Amount	Date	Amount	Date			
Two painted springers - 1 elephant and 1 x4 seater		1,152.00				1,152.00		
Playdale Play Tractor with Trailer	May '18	4,981.00				4,981.00		
9 sq meters of wetpour @ £100 per sq m		900.00				900.00		
92 sq m of wetpour @ £100 per sq m		9,200.00				9,200.00		
There are 2 benches on roadside of park outside fenced area - 2x Rusland seats £352 each		704.00		704.00		0.00		
Orchard unit 101	May '13	3,359.00				3,359.00		
Swing 48132	May '13	3,437.50				3,437.50		
x4 pod swing seats 8mm orange plus chains (for above swing frame)	May '13	505.00				505.00		
Boulders 48132	May '13	891.00				891.00		
Large trampoline x 2	May '13	6,518.00				6,518.00		
Gravel board 22mmx150mm (28m)	May '18	518.00				518.00		
Youthzone closed goal green	May '13	2,524.00				2,524.00		
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet over existing wetpour (121M2)	May '18	5,566.00				5,566.00		
K&K Trawler	May '13	6,612.00				6,612.00		
Gravity rider with grassiok surfacing				1,233.00	April '20	1,233.00		

Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value
		Asset Register Value		Purchased	Disposed			
		Amount	Date	Amount	Date			
<b>NORTHERN PLAYGROUND</b>								
149.2 meters of Chestnut fencing - Chestnut palings nailed & wired to three horizontal bars 40x80mm to posts 150x80mm at 1.5m centres @ £45 per m (35.3 removed & replaced - see below)		6,714.00				6,714.00		
35.3m of 1200mm high bow top fencing in powder coat green AND 1 double leaf gate with 1 hydraulic self-closing leaf and 1 static leaf in powder coated yellow	Jan '19	4,670.00				4,670.00		
1 Glasdon topsy bin	July '13	157.50				157.50		
1 Glasdon topsy bin	April '16	178.84				178.84		
2x TTC playspace signs on posts	July '13	224.00				224.00		
2x single 5 bar gates @ £500 each		1,000.00				1,000.00		
1x bench with no back, Playdale Ellerside bench		179.00				179.00		
Gravel board top side of path 22mmx150mm (22m)	May '18	1,728.00				1,728.00		
16 sq m wetpour @ £100 per sq m		1,600.00				1,600.00		
172.5 sq m wetpour @ £100 per sq m		17,250.00				17,250.00		

Parks, playgrounds & Copse

<b>Totals</b>		<b>436,359.28</b>	<b>1,233.00</b>	<b>1,104.00</b>	<b>436,488.28</b>						
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		31st March 2021		Asset Register Value	Market Value	Insurance or Replacement Value	Notes
		Asset Register Value		Purchased	Disposed	Asset Register Value	Market Value				
				Amount	Amount	Amount	Date				
Concrete block wall with hardwood slats seating bench (2.1m)	May '18	6,968.00						6,968.00			
Wetpour to wall edge	May '18	480.00						480.00			
HAGS SMP Adventure Trail	May '18	4,268.00						4,268.00			
Safety Matta grass mats to trail start and either end of tunnel (x3)	May '18	209.00						209.00			
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet over existing wetpour	May '18	2,861.00						2,861.00			
Eibe Triple swing Eagle	May '18	2,125.00						2,125.00			
Sutcliffe Play inclusive Swing Seat (Boat Seat)	May '18	809.00						809.00			
2 flat junior swing seats	May '18	468.00						468.00			
Sutcliffe Play inclusive Bicycle Mill Roundabout (radius 3.1m)	May '18	7,225.00						7,225.00			
<b>51 sq m of wetpour @ £100 per sq m</b>		5,100.00						5,100.00			
Curved open stainless steel embankment slide	May '18	13,000.00						13,000.00			
<b>47 sq m of wetpour @ £100 per sq m</b>		4,700.00						4,700.00			
<b>104 sq m of wetpour @ £100 per sq m</b>		10,400.00						10,400.00			
A 6 seater picnic bench	July '13	92.30						92.30			
Toddler slide Unit	May '18	2,000.00						2,000.00			

Parks, playgrounds & Cope

<b>Totals</b>		<b>436,359.28</b>	<b>1,233.00</b>	<b>1,104.00</b>	<b>436,488.28</b>						
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		31st March 2021		Asset Register Value	Market Value	Insurance or Replacement Value	Notes
		Asset Register Value		Purchased	Disposed	Asset Register Value	Market Value				
		Amount	Date	Amount	Date						
Hunter mission unit	May '13	3,232.00				3,232.00					
Mission glide unit	May '13	1,558.95				1,558.95					
Toddlerzone unit DZW276	May '13	3,083.70				3,083.70					
Gravel board 22mmx150mm (25m)	May '18	463.00				463.00					
Dish rotator	May '13	531.81				531.81					
8' nest swing complete	May '13	1,480.86				1,480.86					
110 sq m safety mat (green) @ £53 per sq m across x3 playground sites	Aug '18	5,830.00				5,830.00					
2 x Playsafe picnic benches	Aug '19	2,524.00				2,524.00					
<b>ROBERT KINGAN playground-</b>											
<b>Land Value</b>		12,000.00				12,000.00					
179 meters of Chestnut fencing - Chestnut palings nailed & wired to three horizontal bars 40x80mm to posts 150x80mm at 1.5 centres @ £45 per m		8,055.00				8,055.00					
2x TTC playspace signs and posts	Feb '14	204.00				204.00					
1x single gate @ £500		500.00				500.00					
1 double leaf gate with 1 hydraulic self-closing leaf and 1 static leaf AND 1 single leaf gate hydraulic self-closing in powder coated yellow	Jan '19	3,641.00				3,641.00					

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Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value
		Asset Register Value		Purchased	Disposed			
		Asset Register Value	Amount	Amount	Amount	Asset Register Value	Market Value	Insurance or Replacement Value
5x benches with backs - Playdale Rustland seats £352 each -		1,760.00				1,760.00		
3x seated picnic tables - Playdale Lakeland picnic tables £343 each		1,029.00				1,029.00		
1 Playdale Lakeland picnic table	Dec '09	365.00				365.00		
1 Glasdon topsy bin	April '16	178.80				178.80		
1x 1m circular low table with 4 log seats		576.00				576.00		
25 sq m of wetpour @ £100 per sq m		2,500.00				2,500.00		
110 sq m wetpour @ £100 per sq m		11,000.00				11,000.00		
Kompan NRO904 Two seat swing with toddler seats	May '18	1,887.00				1,887.00		
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet (55m2)	May '18	2,503.00				2,503.00		
Edging to synthetic grass (21m)	May '18	388.00				388.00		
Hardwood sleeper (x2)	May '18	860.00				860.00		
60 sq m of wetpour @ £100 per sq m		6,000.00				6,000.00		

Parks, playgrounds & Cope

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value	Purchased	Disposed				
			Amount	Amount				
3x small round springers set in grass £587 plus 1x spring motorbike £544, 1x spring motorbike & side car £608		1,739.00			1,739.00			
1x 1.5m springer set in grass - Playdale balance bar		586.00			586.00			
1x roundabout - Playdale inclusive orbit (roundabout)		3,195.00			3,195.00			
<b>20 sq m wetpour @ £100 per sq m</b>		2,000.00			2,000.00			
Kompan NAT810 Hang Bridge	May '18	1,780.00			1,780.00			
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet (31m2)	May '18	1,426.00			1,426.00			
<b>35 sq m wetpour @ £100 per sq m</b>		3,500.00			3,500.00			
Kompan NRO866 Agility Trail 7	May '18	9,190.00			9,190.00			
Edging to synthetic grass (20m)	May '18	370.00			370.00			
<b>99 sq m of wetpour</b>		9,900.00			9,900.00			
Basketball backboard & hoop	May '18	496.00			496.00			
<b>12 sq m wetpour</b>		1,200.00			1,200.00			
Playdale Bespoke multiplay unit	May '18	20,000.00			20,000.00			

Parks, playgrounds & Copse

Totals		436,359.28	1,233.00	1,104.00	436,488.28	31st March 2021		Notes
Asset Description	Original Purchase Date if Known	31st March 2020	Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value	
		Asset Register Value	Purchased	Disposed				
			Amount	Amount				
					Date			
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet (99M2)	May '18	5,450.00				5,450.00		
Edging to synthetic carpet (49m)	May '18	907.00				907.00		
1x 3.15x1.35m wooden kickball Lapset purchase price £334, 1991 - suggest replacement value		400.00		400.00	Jan '21	0.00		
Sutcliffe Play Dish rotator	May '13	606.00				606.00		
Sutcliffe Play SMB trampoline	May '13	1,435.20				1,435.20		
Sutcliffe Play 2.4m swing 2 bumper and 1 nest	May '13	1,755.00				1,755.00		
Hardwood sleeper (20m)	May '18	1,520.00				1,520.00		
Gravel board 22mmx150mm (18m)	May '18	333.00				333.00		
Sutcliffe Play Toddlerzone unit DZW353	May '13	4,211.00				4,211.00		
Nott Sports Childsplay VHAF sand-filled synthetic grass carpet (141M2)	May '18	6,980.00				6,980.00		
Gravel board 22mmx150mm (15.5m)	May '18	287.00				287.00		
Hardwood sleeper (5.5m)	May '18	441.00				441.00		
Seesaw springie	May '13	426.00				426.00		
Edging to synthetic grass (20.5m)	May '18	369.00				369.00		

Parks, playgrounds & Copse

Totals		436,359.28		1,233.00		1,104.00		436,488.28			Notes
		31st March 2020		Movement during year 2020/2021		31st March 2021					
Asset Description	Original Purchase Date if Known	Asset Register Value		Purchased		Disposed		Asset Register Value	Market Value	Insurance or Replacement Value	
		Amount	Date	Amount	Date	Amount	Date				
Hardwood sleeper (16m)	May '18	1,280.00						1,280.00			

UNPAID

Street Furniture & Civic Assets

Totals		£85,749	470		1368		84,851			£0		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021				31st March 2021			Insurance or Replacement Value		
		Asset Register Value		Amount purchased	Date	Amount disposed	Date	Asset Register Value	Market Value				
<b>SEATS -</b>													
Cranbrook 3 seat memorial bench for Kathleen Verrall - purchased from Memorial Benches UK, situated outside Civic Centre	Aug-14	£275						£275					
<b>Along Cliff top -</b>													
Land rear of Toyota Garage in corner facing sea 'In memory of Arthur Tappenden, Telscombe Town Council 2007' - Staxton 6'		£304						£304					
Along cliff top (LDC land) 'In memory of Audrey Andrews Telscombe Town Council who overcame her disability to serve this town March 1999' - Staxton 6'		£304						£304					
In memory of Sheila Chalmers and her service to the Community 2007' - Staxton 6'		£304						£304					
At top of steps to beach on right of Badgers Watch - installed by TTC in June 2009 - Staxton 6'		£304						£304					
On TTC land opposite the Tye - old concrete sided bench - Stretton	Nov-08	£255						£255					
By weather vane on TTC land(at 90degrees to the sea) - oldish wooden bench - Woodcraft Staxton 6'	Jun-09	£304					304	£0					

Street Furniture & Civic Assets

Totals		£85,749	470		1368	84,851	£0		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		31st March 2021	Asset Register Value	Market Value	Insurance or Replacement Value		
			purchased	disposed						
			Amount	Date	Amount	Date				
By weather vane on TTC land(facing the sea) - oldish wooden bench - Woodcraft Staxton 6'		£304							£304	
Halfway down hill into ES on LDC land - 'In memory of mrs D Henning rest of inscription lost' - Staxton 6'	at June 09	£304			304	May '20				
Bottom of hill on level area in ES on LDC land - 'In memory of C String Town Councillor 1987-1989 - (Freshwater type) - Stretton		£255							£255	
Level area in ES on LDC land - 'To commemorate 25 years service as a Telscombe Town Councillor Mrs Molly Pratten october 1983 (or 1998 - hard to read) - Stretton		£255							£255	
Level area in ES on LDC land - newish Woodcraft on concrete base no inscription - Staxton 6'		£304							£304	
Level area in ES on LDC land - newish Woodcraft on concrete base no inscription - Staxton 6'	at June 09	£304							£304	
Level area in ES on LDC land - oldish Woodcraft on concrete base no inscription - Stretton	at June 09	£255							£255	
Along A259 -	at June 09									

Street Furniture & Civic Assets

Totals		£85,749	470	1368	84,851	31st March 2021		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value	£0	
			purchased	disposed					
			Amount	Amount					
			Date	Date					
1 bench north side of A259 on corner of High View Rd 'Telscombe Ward Ratepayers Association to the memory of the late Mr E C Clark' - Stretton	at June 09	£255			£255				
1 bench south side of A259 by bus stop nearly opposite Broomfield Av. New bench in 2009 to replace old one moved during road widening 'Dedicated to the memory of Cllr Andrew Bastock Telscombe Town Council' - Stretton	at June 09	£255			£255				
1 Staxton 5' bench outside No 25 The Esplanade	Nov-10	£293			£293				
1 bench south side of A259 by bus stop near Wimpey - no inscription	at June 09	£255			£255				
<b>Chatsworth Park -</b>	at June 09								
<b>1 Woodcraft style bench just outside southern playground on park ground - Staxton 6'</b>		<b>£304</b>	<b>304</b>	<b>Jan '21</b>	<b>£304</b>				
1 bench in Ambleside Avenue outside southern playground - old double Freshwater - Stretton	at June 09	£255			£255				

Street Furniture & Civic Assets

Totals		£85,749	470		1368		84,851		£0		£0	
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		31st March 2021		Asset Register Value	Market Value	Insurance or Replacement Value	Notes	
		Asset Register Value		Amount	Date	Amount	Date					
1 Rotary style bench adjacent to footpath through 'presented by your local Rotary Club celebrating 100 years of service 1905 - 2005 - Stretton	at June 09	£255				disposed		£255				
1 Freshwater style bench - Stretton		£255						£255				
1 backless bench - Playdale Ellerside		£179						£179				
2 backless benches - Playdale Ellerside		£258						£258				
1 backless bench - Playdale Ellerside		£179						£179				
1 Freshwater style bench 'in celebration of the diamond jubilee of Telscombe Town Council 1929 - 1989' - Stretton		£255						£255				
1 backless bench - Playdale Ellerside		£179						£179				
1 Freshwater bench - Stretton	at June 09	£255						£255				
1 backless bench - Playdale Ellerside		£179						£179				
Chatsworth Park - on mound at wildflower area off Ambleside Av	Nov-10	£293						£293				
1 backless bench - Playdale Ellerside		£179						£179				
1 backless bench - Playdale Ellerside		£179						£179				
<b>East Saltdean -</b>												

Street Furniture & Civic Assets

Totals		£85,749	470		1368	84,851	£0		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		disposed	31st March 2021		Market Value	Insurance or Replacement Value	
			purchased	disposed		Asset Register Value	Market Value			
			Amount	Date	Amount	Date				
1 bench at top of Longridge Avenue 'In memory of Joseph Stokes committee member and president of the Saltdean Residents Association 1964-2001' - Stretton		£255					£255			
1 bench at junction of Crowborough Road and Longridge Av (by Peace stone) - no inscription - Woodcraft Staxton 6'	May-10	£293					£293			
1 bench on corner of Bannings Vale & Wicklands Avenue - Woodcraft Staxton 6'		£304					£304			
1 old double Freshwater by bus stop on Bannings Vale near junction with Bevendeau Av - replaced with Neptune SF3 Southampton seat 2134mm long	May-10	£418					£418			
<b>Portland stone weather vane</b>	1996	£6,400					£6,400			
<b>LIGHTING COLUMNS -</b>										
Telscombe Village green tel box, mercury MBF/U 80w	June 09 ESCC quote	£1,150					£1,150			
Telscombe Village Manor House, mercury MBF/U 80w	June 09 ESCC quote	£1,150					£1,150			
Telscombe Village Council houses, mercury MBF/U 80w	June 09 ESCC quote	£1,150					£1,150			

Street Furniture & Civic Assets

Totals		£85,749	470		1368	84,851		£0		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		disposed	Asset Register Value	Market Value	Insurance or Replacement Value	31st March 2021	Notes	
			purchased	disposed							
			Amount	Date	Amount	Date					
Telscombe Village bracket, mercury MBTL/U 160w	June 09 ESCC quote	£1,150					£1,150				
Chatsworth Park, Telscombe Cliffs, Mercury MBF/U, 80w - 6x £1,150 each	June 09 ESCC quote	£6,900					£6,900				
The Esplanade, Telscombe Cliffs, SOX 15MFD, 35w	June 09 ESCC quote	£1,150					£1,150				
The Esplanade, Telscombe Cliffs,	April '19	£2,130					£2,130				
Telscombe Cliffs Way, Telscombe Cliffs, SOX LOW LOSS 35w - 2x £1,150 each	June 09 ESCC quote	£2,300					£2,300				
Cliff Gardens/Buckhurst Road path, SOX15MFD	June 09 ESCC quote	£1,150					£1,150				
Findon Av, East Saltdean, SOX 15MFD, 35 w - 4x £1,150 -	June 09 ESCC quote	£4,600					£4,600				
Findon Av, E Saltdean - replacement column b and lantern	Nov '15	£1,374					£1,374				
Homebush Av, East Saltdean, SOX 15MFD, 35w - 2x £1,150	June 09 ESCC quote	£2,300					£2,300				
Northwood Av, East Saltdean, SOX 15MFD 35w - 3x £1,150 each	June 09 ESCC quote	£3,450					£3,450				
Northwood Av, East Saltdean - replacement column d	Nov '15	£1,374					£1,374				

Street Furniture & Civic Assets

Totals		£85,749	470	1368	84,851	31st March 2021		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020 Asset Register Value	Movement during year 2020/2021		Asset Register Value	Market Value	Insurance or Replacement Value	£0	
			purchased	disposed					
			Amount	Date	Amount	Date			
<b>DOG WASTE/LITTER BINS -</b>									
Glasdon topsy bin with TTC logo sticker for Civic car park	Nov '16	£173.96					£173.96		
9 Glasdon topsy bins with joint dog/litter stickers	16.6.16	£1,459.26					£1,459.26		
<b>BUS SHELTERS -</b>									
<b>Durham enclosed - Telscombe Cliffs</b> Way outside No 2 northbound (inc perch seat)	at June 09	£2,136					£2,136		
<b>Warwick cantilever - 3 bay</b> Telscombe Cliffs Way outside no 31 southbound	at June 09	£2,232					£2,232		
<b>Durham enclosed - Ambleside Av</b> at junction with Balcombe Rd - opp Chatsworth Park	at June 09	£2,136					£2,136		
<b>Ely cantilever 3 bay - Ambleside Av</b> outside No 53 (junction Carey Down)	Nov '19	£5,481					£5,481		
<b>Warwick cantilever 3 bay - Kirby</b> Drive junction with The Martins	at June 09	£2,544					£2,544		
<b>Durham enclosed - 370 South Cst Rd</b> outside Aqua House eastbound	at June 09	£2,136					£2,136		
<b>Durham enclosed - South Coast Road</b> opp Telscombe Tavern east	at June 09	£2,136					£2,136		

Street Furniture & Civic Assets

Totals		£85,749		470		1368		84,851		£0		£0	
		31st March 2020		Movement during year 2020/2021		31st March 2021		31st March 2021		31st March 2021		31st March 2021	
Asset Description	Original Purchase Date if Known	Asset Register Value	purchased		disposed		Asset Register Value	Market Value	Insurance or Replacement Value	Notes			
			Amount	Date	Amount	Date							
<b>Durham enclosed</b> - South Coast Road opp Famous Moes westbound	at June 09	£2,136					£2,136						
<b>Ely enclosed 3 bay</b> - Longridge Av at junction with Crowborough Rd inc perch seat & extra panels	9.7.07	£3,296					£3,296						
<b>Warwick enclosed 4 bay</b> - Bannings Vale outside Martlet House	at June 09	£2,940					£2,940						
<b>3m shelter</b> - from Autocross Euroshel at back of Bannings Vale near junction with Bevendean AV	Jun-14	£3,875					£3,875						
Perch seat - 1.91m free standing aluminium	Sept '17	254.80					254.80						
Perch seats x2 - 2.91m free standing aluminium	Sept '17	803.60					803.60						
Perch seat - 3.91m free standing aluminium	Sept '17	499.80					499.80						
<b>NOTICE BOARDS</b> -													
Civic Centre car park		£456					£456						
Civic Centre notice board on wall	Dec '16	£219					£219						
Ambleside Av - Weathershield free standing external notice board 1005w x 1031 h (12 xA4) - blue frame	June '18	£459					£459						
Longridge Avenue by bus stop - Weathershield free standing external	Jan '17	£440					£440						

Street Furniture & Civic Assets

Totals		£85,749	470		1368	84,851	£0		£0	Notes
Asset Description	Original Purchase Date if Known	31st March 2020		Movement during year 2020/2021		31st March 2021		31st March 2021		
		Asset Register Value		purchased	disposed	Asset Register Value	Market Value	Insurance or Replacement Value		
		Amount	Date	Amount	Date					
Notice board in Bannings Vale by Robert Kingan playground		456		456	Aug '20	£0				
Bannings Vale by Robert Kingan playground - Weathershield free standing external notice board 1005w x 1031 h (12 xA4) blue frame & blue internal board			470		July '20	£470				net of VAT
Telscombe Village - new Oak noticeboard	Apr-10					£775				
2 A1 notice boards @ front of Civic Centre		£1,070				£1,070				
Telscombe Village's old wooden board now at Civic Centre		£200				£200				
<b>Stone memorial &amp; Bronze plaque</b>										
Replaced with stainless steel plaque	Nov-08	£223				£223				
Stone memorial		£100				£100				

**LAND AND BUILDING ASSETS - Telscombe Town Council - Year to 31st March 2021**

Unique Property Ref No	Unique Asset Identity	Name of the building/land or both	Street number or numbers	Street Name (postal road address)	Post Town	UK postcode	Map Ref (ordnance survey)	Freehold or Lease
010033264262		Telscombe Civic Centre	360	South Coast Road	Peace-haven	BN10 7ES	Easting / Northing 540040 / 101281	Freehold - occupied by Telscombe Town Council
tba		Telscombe Tye		South Coast Road	Peace-haven	BN10	Easting / Northing 539468 / 102284	Freehold - registered common land
tba		Chatsworth Park		Ambleside Avenue	Peace-haven	BN10	Easting / Northing 540495 / 101902	Freehold - parkland
010033258433		The Copse		Telscombe Cliffs Way	Peace-haven	BN10	Easting / Northing 540346 / 102150	Freehold - woodland
tba		Robert Kingan playground		Bannings Vale	Brighton	BN2	Easting / Northing 539381 / 102373	Freehold - parkland
tba		Plots 17 and 18		South Coast Road	Peace-haven	BN10	Easting / Northing 539609 / 101371	Freehold - cliff-top scrubland

Signed Cllr I Sharkey, Mayor

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Date